

## TMM President & CEO Job Description- January 2022

**Title:** President & CEO  
**Reports To:** Executive Board Committee, Board of Directors  
**Position Type:** Full-time, Exempt  
**Job Purpose:** Serves as the key visionary, leader, and spokesperson of TMM Family Services Inc. (TMM)

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**Overview:** Responsible for the overall management and administration of TMM. Accountable to the Board of Directors for matters of fiscal management, human resource development and management, program services and operations, public relations, capital development, and is the spokesperson for TMM representing the organization to the community. Support Board of Directors in their policy development and related activities to assure provision of quality programs and services. Communicates with the Board in a timely manner and exercises high-level skills of problem solving and decision making in matters that have a major impact on the on-going success of the organization. Takes a leadership role in creating an organization that has an elevated level of integrity, professionalism, progressive, analytical, and critical thinking. Responsible for implementing the mission, policies, goals, and objectives of the organization. Maintains TMM's long-term historical faith-based workplace, culture and ensuring a positive Community presence.

### Essential Functions:

#### I. Board Development

- Build a strong and effective Board that can provide necessary funding, talent, and support for all the TMM's programs.
- Recommend and initiate new policies to enhance TMM mission and service.
- Work closely with the Board in developing and implementing strategic vision and goals for the organization.
- Coordinate and assist all Board committees to ensure effective board governance.
- Attend and contribute to meetings of the Board of Directors and all appropriate committee meetings to report on relevant issues and provide necessary input.
- Assure committee coordination are managed including scheduling meetings, recording minutes, conducting research, preparing documentation and facilitation of communication.
- Ensure proper succession planning for Board positions and Board leadership in place.

#### II. Employee Management

- Supervise staff, assign work, provide direction, and ensure compliance with established standards while promoting a supportive, collaborative environment.
- Perform personnel functions including recruitment, selection, development, and disciplinary actions, assuring compliance with applicable policies and laws.
- Conduct performance appraisals and annual salary reviews for top management staff and oversee evaluation process for other TMM personnel.
- Determine and provide for staff training and development needs.
- Provide oversight for compensation and benefits for all employees.
- Ensures all policy and procedural manuals relating to TMM reflect current regulations.
- Responsible for creating and maintaining a productive and positive workplace environment.

#### III. Business Administration, Financial and Information Management

- Support and direct the Board in establishing appropriate annual and capital fundraising plans to meet current and long-term financial needs for the organization.
- Prepare annual operations and revenue budget for Board review and approval.
- Manage the monthly budget and oversee the preparation of monthly financial statements and distribution to the Board.

- Approve and sign checks for payment of invoices, debts and other obligations assuring signatures are in accordance with policy. Assure contracts, service agreements and major purchases are procured and monitored in accordance with internal policy.
- Maintain banking and investment records according to Finance Committee policy and make recommendations to the Treasurer.
- Maintain adequate internal controls and coordinate the annual audit.
- Assure compliance with applicable federal, state, and local laws and regulations and with the terms of organizational agreements, including timely submission of required reports

**IV. Fundraising, Public Relationships and other Development Activities**

- Plan and implement fundraising efforts directed towards and including individuals, organizations, foundations, corporations and planned giving.
- Work closely with Development Committee and staff on the implementation of the various fund-raising and special event activities, donor management and relationship building activities.
- Oversee all fundraising, public relations, and community relations initiatives, including monitoring of Development Plan and related goals/objectives.
- Ensure accurate and clear representation of TMM programs as the primary spokesperson.
- Promote maximum exposure of the organization to the community.

**V. Program Delivery and Operations**

- Identify new and changing needs, recommend, plan, and implement innovative programs and program changes.
- Ensures compliance with all covenants of the affordable projects and programs.
- Ensure development, documentation and maintenance of guidelines, systems, procedures, and materials necessary to support effective program delivery. Assure all functions are conducted according to established procedures and guidelines.

**VI. Facility Development and Management**

- Provides for the development of innovative programs and properties to serve TMM and community goals in collaborations with community partners, local departments, state, and federal agencies.
- Work with appropriate staff to identify the need for replacement or addition of furniture, fixtures, and equipment, and for general facility improvements.
- Oversee solicitation of quotes for major facility-related service contracts and projects. Seek technical assistance (if necessary), evaluate quotes, make recommendations to appropriate committees, finalize agreements, and assure contractor performance is monitored.

**VII. Other Responsibilities**

- Perform other duties incidental to the work outlined in this position description.

**Qualifications:** Accredited Bachelor's Degree required and 5-7 years direct experience in general areas of human resources, communications, business administration, development/fundraising and public administration.

**Knowledge/Skills/Abilities:**

- Must have progressive management experience and experience in developing and controlling a budget of over \$1,000,000.
- Prior CEO/Executive Director leadership experience in an organization of 20+ employees.
- Experience with financial statements.
- Experience reporting to a Governing Board.
- Must have experience in developing projects and evaluating results.
- Must have strong fundraising track record in procuring major gifts, grant solicitation and special events.
- Superior written, verbal, and interpersonal communication skills.
- Must be capable of providing direction, leadership and vision to TMM Staff and Board of Directors.
- Must have computer proficiency and knowledge of Microsoft (word, outlook, excel, Fund EZ or similar development software)

- Physical Demands: Applicant should be able to lift 25lbs. off the floor, stand 8 hours per day, sit comfortably for up to 8 hours, have the ability to see both far and near and hear normal conversation in an office environment.
- Current Arizona driver's license and automobile insurance.
- Background check and drug test required.

Salary Range: \$100,000-\$110,000 with full benefits.

Please send resume and cover letter to Diana Sheldon, Interim CEO at [dsheldonTMMFS@gmail.com](mailto:dsheldonTMMFS@gmail.com)